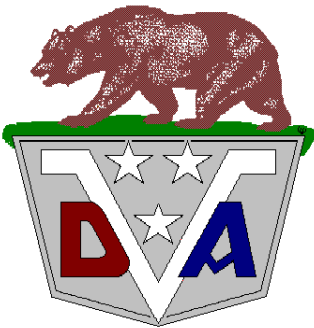


EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS



VETERANS HOME OF CALIFORNIA – CHULA VISTA

RESIDENTIAL CARE UNIT LEADER

OPEN/SPOT – CHULA VISTA (SAN DIEGO COUNTY)

SALARY: \$2,632.00 – \$3,201.00

HOW TO APPLY: The testing office accepts applications, form 678, continuously and will notify and test applicants as needed.

SUBMIT APPLICATIONS TO: CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
Personnel Management Division
1227 “O” Street, Room 105
Sacramento, CA 95814
ATTN: Chula Vista

Submit applications only to address indicated above. Do not submit to the State Personnel Board.

CONTINUOUS FILING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination.” You will be contacted to make specific arrangements.

This is an open examination. Applications will not be accepted on a promotional basis. Career Credits do not apply.

EXAMINATION ELIGIBILITY LIMIT: The testing period for this examination is 12 months. You may not test for this examination more than once in a testing period.

EXAMINATION INFORMATION: The examination will utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the “Requirements for Admittance to the Examination carefully to see what kind of information will be useful to the staff doing the evaluation.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All competitors must meet the education and/or experience requirements when submitting their application unless there is an early entry feature. It is your responsibility to make sure that you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and posses the basic qualifications.

NOTE: All applications/resumes must include: “to” and “from” date (month/day/year); time base; and class title. Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the requirement time Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS:

Either I

Experience: Two years in the California state service at the Veterans’ Home and Medical Center as an Activity Coordinator or two years in the California State service at the Veteran Home and Medical Center as a Geriatric Nursing Assistant. And

Education: Equivalent to two years of college with a minimum of four completed courses in social science, psychology, and rehabilitation. (Additional work experience as an Activity Coordinator or Geriatric Nursing Assistant may be substituted for the required education on a year-for-year basis by applicants who have at least twelve semester or sixteen quarter units of college courses in social science, psychology and rehabilitation.)

Or II

Experience: One year of experience working with the aged performing counseling and administrative duties in a Veterans’ Hospital or Domiciliary or community-based organization. And

Education: Equivalent to graduation from college, preferably with major work in social science and humanities.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION		
RESIDENTIAL CARE UNIT LEADER	4VA02	CONTINUOUS FILE

RESIDENTIAL CARE UNIT LEADER (Con't.)4va02CONTINUOUS FILE

SPECIAL PERSONAL CHARACTERISTIC: Aptitude for and interest in working with geriatric and younger members; sympathetic understanding of the members' attitudes and problems; objective and empathetic understanding of the elderly; tolerance, tact, alertness, emotional stability, and maturity.

ADDITIONAL DESIRABLE QUALIFICATIONS: The talent to motivate people by virtue of a positive, friendly attitude and to create a pleasant and safe environment in which members feel confident, comfortable and secure.

THE POSITION: The Residential Care Unit Leader, under general supervision in a residential care unit, provides assistance in all phases of the Residential Care Service at the Veterans' Home and Medical Center. Supervises and assists in the daily living activities of the residents; organizes and manages custodial duties and clerical tasks of member helpers; responsible for training and making member staff assignments for 24-hour coverage of the residential hall; and does other related work as required.

EXAMINATION INFORMATION: This examination will consist of an evaluation of each candidate's experience and education only. In order to obtain a position on the eligible list, a minimum rating of a 70% must be attained in the scoring.

EDUCATION AND EXPERIENCE - WEIGHTED 100%

Scope: In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, related to job demands, each competitor's:

- A. Knowledge of:
1. Basic group leadership principles and techniques.

2. Principles of caring for and rehabilitating geriatric and younger members.

3. Basic therapeutic techniques utilized with geriatric and younger members.

4. Physical and psychological problems of geriatric and younger members including functional knowledge of delayed stress syndrome.

5. Methods of rehabilitating persons with alcohol-related illnesses.

6. Principles of organizing group living for large numbers of people.

7. Principles of supervision.
- B. Ability to:
1. Plan, organize, and direct the living arrangements and social interaction of geriatric and younger residents.

2. Interpret and explain the Veterans' Home Domiciliary Program to residents, staff, and members of the community.

3. Supervise the work of a staff of member helpers.

4. Establish and maintain cooperative relationships with those contacted during the course of work.

5. Arouse and sustain the interest of others working with residential care residents.

6. Analyze situations and take effective action.

7. Communicate effectively.

ELIGIBLE LIST INFORMATION: The candidates eligibility will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies with the Veterans Home of California, Chula Vista.

Veterans Preference Credit will be added to the final score of all competitors in this examination who qualify for and have requested these points and who are successful in this Examination.

GENERAL INFORMATION

It is the **candidate's responsibility** to contact the California Department of Veterans Affairs three days prior to the written test if he/she has not received his/her notice. **For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Veterans Affairs, Personnel Management Division, (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a **candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test 2). Completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.

Veterans Preference: California law limits the granting of veterans preference credit to entrance examinations. When credit is granted it is as follows: 10 points for veterans and widows of veterans; 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from the State Personnel Board office, on the Internet, and through the Department of Veterans Affairs at P.O. Box 942895, Sacramento, CA 94295-0001.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
(916) 653-1966